

Personnel Newsletter

Inside this issue:

CTAP—USA Jobs Workshop	2
Managing Individual Transitions	2
Position Classification: Job Audit	2
Unauthorized Use of Computers	3
USA Jobs or NASA Jobs	4
Authorized Use of Airport Courier Service	4
Program and Policy Office Changes	5
Offsite Training Purchases—Changes you need to know about	6
Space Mission Preparedness Program	5
Employee Responsibility for Protecting Privacy Information	6
NSSC—Employee Notices	7
Emergency Preparedness Are You Ready?	8

New NASA Automated Awards System Launching Soon!

The Office of Human Capital Management is pleased to announce plans to roll out the NASA Automated Awards System (NAAS) during this summer. NAAS is one of the first systems to be developed and implemented under the Human Capital Information Environment (HCIE), and will help us comply with the e-Gov initiative and the President’s Management Agenda. NAAS will be used for all NASA Honor Awards, performance awards, and other incentive awards.

Key features and benefits of NAAS include the following:

- a standard process across the Agency for nomination, approval, and processing of awards
- easy, Web-based access for making awards nominations
- ability to review status of award nominations
- protection of confidential employee data
- streamlined and standardized awards processes across the Agency
- user’s guide and user training

The NAAS has been developed with the extensive involvement of an Automated Awards Team comprised of Awards Officers from each Center. The team has helped ensure that NAAS maximizes the efficiencies of automation while preserving the traditional awards and award ceremonies that are unique to each Center. Awards will be among the first HR processes to be administered by the new NASA Shared Services Center (NSSC), located at Stennis Space Center. NSSC is an independent organization that will perform a variety of transactions and administrative activities currently being done at each Center.

Look What’s Coming...

an Exciting New Program for Leadership Development!

Finally, an Agency program for the GS-11s and 12s! NASA is piloting a new development program called Foundations of Influence, Relationships, Success, and Teamwork (FIRST). This year-long, part-time program focuses on individual contributors and influence leaders from across the Agency, who demonstrate potential for greater leadership roles in the future. It strives to create greater awareness of, and alignment with, Agency vision, goals, and activities; while building knowledge, skills, and informal networks. It consists of four (4) residential training modules at different Centers, a Center-level team project, mentoring, shadowing, and individual development. The call letter was recently posted on Today@Glenn (http://gbulletins.grc.nasa.gov/main/GRCFIRST_CALL.doc) and the application deadline is July 31, 2006. Selections are expected to take place in August and the program kicks off in October. For more information, contact Jennifer Budd at 3-8021 or Jennifer.L.Budd@nasa.gov.

Career Transition Assistance Program (CTAP)

USAJOBS Workshop

After a successful Pilot program with members of the Office of Human Resources and Workforce Planning, CTAP launched its 3-hour workshop called "Telling Your Career Story Using USAJOBS." The initial programs, beginning May 31, were "sold out" very quickly to GRC civil servants. Because USAJOBS is the only way employees can apply for NASA jobs, those looking for any kind of job transition are eager to learn the nuances of the USAJOBS process.

The program begins by examining the Federal job market and offers up some interesting statistics supporting the growth of Federal careers. An overview of the USAJOBS Web site points out the many possibilities of how USAJOBS may be used in a career plan. The site offers in-depth tutorials to guide the user through the development of a resume and the search for jobs.

The heart of the workshop, however, is an in-depth review of a USAJOBS sample resume with helpful hints and suggestions shown clearly in callouts. As well, a sample job announcement and position description are also provided and reviewed for highlights. A distinction is made between duty statements and accomplishment statements in the resume. Today's Federal resume bears a closer resemblance to the outside business-oriented resume in that they both feature strong accomplishment statements as the best way for an applicant to demonstrate their preparedness for a new position. Attendees are encouraged to show themselves as PEOs "Problem Elimination Officers."

During the last portion of the workshop, attendees participate in a class activity creating their own accomplishment statement. Volunteers receive feedback from the instructors and others in the class on their written statement. Lots of learning comes out of those audience-involving activities.

Based on its popularity, the USAJOBS workshops should enjoy a long run and will be open to contractors, as well, on a space-available basis. Reservations for the workshop are handled by Christine Sedelmeyer at 3-2665.

Managing Individual Transitions

As new work opportunities come to GRC and as direction and strategies shift, everyone could be touched by changes in what they do and how they do it. The ability to deal productively with change is key to individual success and career development. William Bridges & Associates, in conjunction with Linkage consultants, offers a 3-hour workshop to help participants handle change with less disruption and distress in their lives and work, while maintaining productivity, managing endings successfully, and dealing more effectively with a constantly changing environment.

The Bridges model is based upon a three-phase process—ending and letting go, the neutral zone when the change takes place, and a new beginning with an action plan for successful implementation. Change can and should be a time of development and personal meaning. Everyone adjusts to change in unique ways and this program aims at providing needed skill mechanisms that help individuals to deal with change successfully.

A regional vice president from Linkage will be present the first three workshops at GRC on July 26 and 27. For more information, please contact Kim Mordaunt, of the Organizational Development and Training Office, at 3-8521.

Position Classification: Job Audit

There are several steps in the classification review process. The purpose of this article is to focus on one of the major steps, the Job Audit. The Job Audit, often referred to as the Desk Audit, is a fact-finding procedure used to determine the correct title, series, and grade of a position. It is a firsthand investigation and observation of work operations.

A supervisor or his/her employee may request a desk audit in order to verify the accuracy of the position description. If an employee wishes to schedule a desk audit, he or she should go through their supervisor. The request should be in writing. The supervisor, in turn, will forward the request to the Chief, Operations Office.

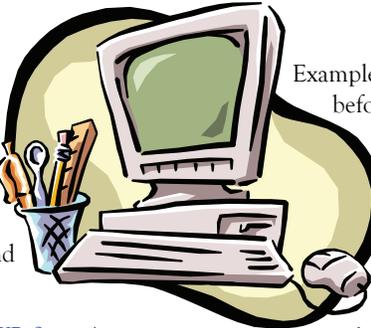
In order to insure an accurate assessment of the position, the interviewee should read his or her Job Description and be prepared to discuss the duties therein. The interviewee should speak clearly and concisely, providing examples of work assignments, in order to enable the classifier to measure the relative level of difficulty involved in the position. The employee should be prepared to discuss the supervision received, guidelines utilized, complexity and scope of the assignment, contacts, and the purpose of contacts. One should be prepared to fully explain his/her major duties, responsibilities, and importance to the overall organization. In addition, one should clearly explain unique terms and acronyms as well.

The interview, being a free exchange of information, often mirrors that of a question and answer session. Typical questions asked:

- *List the major duties you perform in your job. Estimate the percentage of time spent on each over a 1-year period, or the amount of time in an average week or other period, whichever is more appropriate to your job.*
- *How do you see the function of your job as it relates to the activity of the Agency?*
- *How do you get your assignments?*
- *What types of decisions or judgments do you have to make in performing your assigned duties?*
- *What guidelines (handbooks, manuals, etc.) do you use in performing your job?*

Everything You Wanted to Know About Unauthorized Use of Computers But Were Afraid To Ask

The NASA Glenn Research Center (GRC) community has become increasingly dependent upon Information Technology (IT) resources to accomplish the NASA mission. Because of this, the appropriate use of government computer equipment is a continual concern for all. This article provides an overview of appropriate and inappropriate use of IT resources.



Examples of non-work time includes off-duty hours such as before or after an employee's workday, lunch periods, or weekends or holidays (if access to the worksite is otherwise available to the employee).

Employees who have questions or concerns about prohibited and permitted use of government owned equipment, particularly computing equipment and electronic mail, should contact their supervisor, another management official, the IT Security Manager, Pam Kotlenz, extension 3-5164, or the Employee Relations Officer, Anita Arnold at extension 3-8658.

Glenn Research Center Personnel Policy [OHRWP 9a](#) - Appropriate Use of Government Resources - Appendix A (<http://www.grc.nasa.gov/WWW/OHR/Policy/Ohr-09.pdf>) identifies the Center's policy on the appropriate and inappropriate use of Government resources including Government office equipment and information technology (IT). Categories of misuse or inappropriate use of Government office equipment are:

- Illegal Use of IT Resources - Includes, but is not limited to, the creation or transmission of sexually explicit material pertaining to minors or material related to terrorist activity.
- Unauthorized or Inappropriate Use of Systems - Includes, but is not limited to, creation or transmission of sexually explicit or sexually oriented materials such as images, messages, or cartoons.
- Impact on availability of resources - Includes, but is not limited to, any personal use that could cause congestion or delay of service
- Use of resources for personal, commercial, or other gain - Includes but is not limited to using Government equipment to support a personal private business.

NASA has provided Glenn Research Center's IT systems for the purpose of transacting official business which broadly includes any IT processing required as part of the user's job. Although the policy provides examples it is not meant to be all inclusive.

The GRC policy allows the limited personal use of government office equipment, including IT resources as long as it occurs during non-work time and if:

- The use does not interfere with their official duties or the official duties of others,
- The use does not result in the loss of productivity, and
- The use involves no more than a minimal additional expense to the Government.

Should you receive unsolicited or unwelcome electronic mail you should take the following steps:

1. Delete the material from your system. It is important to understand that attachments are not deleted from the computer completely until the e-mail trash basket is emptied. Check the help file in your e-mail system for specific instructions on deleting attachments. Contact the help desk if you have questions concerning this process. The desktop also has a Recycle Bin that should be checked and emptied periodically.
2. Notify the sender that you do not want to receive such material in the future.
3. Do not forward the material to others, either on the Center or outside the Center.
4. Notify your supervisor or other official as stated above.

NASA policy guidance is not meant to provide an explanation of every identifiable item that could be considered inappropriate. Like any form of misconduct, misuse of GRC IT resources may be grounds for withdrawal of IT privileges or/or disciplinary action.

Users should be aware that their activities are subject to audit at any time and that they should have no expectation of privacy. The Internet is also a useful tool in accomplishing many GRC tasks, but users must remember that they leave an electronic fingerprint in the form of a NASA identification everywhere they go.

Questions an employee may want to consider are:

Is this activity consistent with NASA values, policies and guidelines?

Could this activity harm NASA's reputation?

How would this look in the newspaper or in the news?

Should I question this activity?

Common sense and good judgment must be used at all times.

USAJOBS or NASA JOBS

Effective October 1, 2005, NASA joined with the Office of Personnel Management's (OPM) "Recruitment One-Stop" effort, which allows applicants a single site to search for positions open to candidates **outside of their own Agency**.

There has been a great deal of confusion over the fact that NASA applicants are not able to find jobs advertised to NASA employees at the USAJOBS Web site (www.usajobs.opm.gov). Jobs that are open to **NASA Applicants only** are accessible only at the NASAJOBS Web site (www.nasajobs.nasa.gov). Jobs that are open to other Government agencies and the general public can be found at www.usajobs.opm.gov. The reason for both of the Web sites is that applicants who are not current NASA employees are ineligible to apply for jobs open to NASA employees only and have no need to see those vacancy announcements, which in turn stops them from applying for positions for which they are not eligible.

Authorized Use of Airport Courier Service

Do you use the Airport Courier Service?

If so, are you traveling on Official Business?

The NASA Glenn Research Center's Airport Courier Service provides transportation to and from Cleveland Hopkins Airport. This service is available for Glenn Civil Servant and Support Service Contractor employees who are traveling on **official business ONLY**. Please be advised that no friend, relative (including spouse and/or children), or other acquaintance, including NASA employees not traveling on official business, is authorized to use this service if accompanying you while you are traveling on official business. You may be held responsible if you authorize the use of the Airport Courier Service for any person accompanying you who is not traveling on official business.

The Airport Courier Service uses motor vehicles that are owned/leased by the NASA Glenn Research Center and operated and maintained with appropriated funds. Civil Servant employees who use this service for anything other than official business may be charged with willful misuse of a motor vehicle. As required by 31 USC 1349(b), the minimum statutory penalty for a Government employee who willfully uses a Government owned/leased motor vehicle for anything other than official purposes is a 30-calendar day suspension. Support Service Contractor employees that use this service for anything other than official business will be reported to their employer for appropriate action.

The purpose of this notice is to ensure that everyone is aware of the authorized use of the Airport Courier Service and to ensure that Center employees use it accordingly.



You are able to search for all open vacancies at the NASAJOBS Web site. After logging into www.nasajobs.nasa.gov, go to "Search Jobs" in the upper left corner of the screen. Two of the options given are "Public Job Search" and "NASA Civil Servant Job Search". If you are looking for vacancy announcements open to NASA employees only, use the "NASA Civil Servant Job Search" button. This will take you to the USAJOBS website. In the "Agency Search" box, select the NASA Center in which you are interested. Scroll to the bottom of the page and click on yes under "Applicant Eligibility". Click on "Search for Jobs", this will take you to all open vacancy announcements at the selected Center. Click on the link of the position for which you wish to apply. This will take you to the description of the vacancy announcement as well as the instructions on "How to Apply".

If you are looking for vacancy announcements open outside of NASA, use the "Public Job Search" button. This will take you to the USAJOBS website where you will be able to conduct various job searches and apply on line. Should you perform an agency search here you will find that unless a NASA Center has vacancies open to the "Public", they will not be listed.

All resumes submitted electronically must come to NASA via the USAJOBS Resume Builder (unless they are submitted via the United States Postal Service, following the "How to Apply" instructions provided in each vacancy announcement).

Following these instructions should make it easier for applicants to navigate the vacancy announcement search process now being used. Additionally, the link to the NASAJOBS Web site is included with the vacancy announcement information listed on Today@Glenn.

Please Note: Once the vacancy announcement closes it is no longer available on either website, therefore, you should print out a copy of the vacancy announcement so that you will have it to review when you are scheduled for an interview.

Program and Policy Office Changes

There have been many changes in personnel assignments in the Program and Policy Office due to retirements and transfers that have taken place over the last year. Here is a summary of the Program and Policy staff assignments, by program areas:

Employee/Labor Relations Program: The Labor Relations Officer for the Center is Lori Pietravioia, Chief of the Program and Policy Office. As Labor Relations Officer, she is responsible for oversight of all labor relations activities including the development of a labor relations strategy and labor relations related policies and resolving union contract interpretation issues. The Labor Relations Officer is delegated the responsibility to hear union grievances, has been authorized to negotiate labor agreements with the union on behalf of the Center and to designate a negotiating team to conduct negotiations, and to represent the Center in unfair labor practice proceedings. Ms. Pietravioia may be contacted at 3-2506.

Anita Arnold serves as Employee Relations Officer. As such, she is responsible for providing consultative services and technical oversight regarding employee relations issue, including disciplinary and adverse actions. In addition, she is responsible for developing and/or overseeing the development of policies, procedures, and guidance concerning all employee relations programs. Ms. Arnold also provides advisory services concerning grievances, unfair labor practices, union contract interpretation, and other labor relations issues. She also serves as a management representative in union contract negotiations. Ms. Arnold is also our expert in the area of records management. Ms. Arnold may be contacted at 3-8658.

Jim Giomini was recently detailed to assist with employee and labor relations activities. Mr. Giomini is responsible for working with supervisors and management officials in addressing grievances, unfair labor practices, union contract interpretation and other labor relations matters, and serves as a management representative in union contract negotiations. He assists the Labor Relations Officer in developing policies, practices, and procedures regarding labor relations issues and also provides advisory services concerning disciplinary issues. Mr. Giomini may be contacted at 3-8340.

Benefits Program: Xynique Sims was recently selected to replace Terry Ross as Benefits Officer. In this role, Ms. Sims is responsible for providing advisory services regarding retirement, health benefits, insurance, leave, telecommuting, awards, and performance management. She is responsible for developing policies, procedures and guidance concerning these programs as well. In her current position, Ms. Sims also provides advisory services regarding employee/labor relations issues including performance-based-actions and/or grievances concerning performance appraisal issues. Ms. Sims may be contacted at 3-2493.

Sue Kiley is responsible for providing advisory services and counseling employees and supervisors on retirement, health insurance, life insurance, leave, and telecommuting benefits and processing requests for these programs. Ms. Kiley also coordinates the suggestion program. She is also the point of contact for exit clearance information. Ms. Kiley may be reached t 3-2848.

Staffing/Recruitment Program: The Staffing/Recruitment Program Manager position has been vacant since Judy Drabik retired in March 2006. Recently we temporarily assigned Lynda Glover to perform the work of this position. In this role, Ms. Glover is overseeing all recruitment activity and providing consultative and technical advisory services concerning all staffing programs. She will continue to be the point of contact for all cop activity at the Center. Ms. Glover will be responsible for developing policies, procedures, and guidelines concerning these programs as well. Ms. Glover may be contacted at 3-2463.

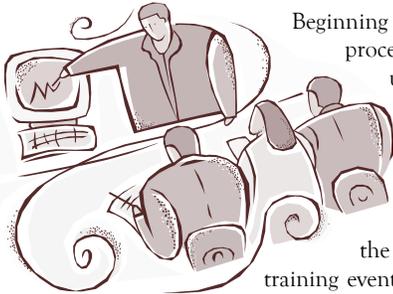
Classification and Compensation Program: The Classification Officer is now Tracy McClough. As Classification and Compensation Officer, Ms. McClough will be the primary point of contact for all reorganizations, position management, dual career ladder, functional statements and compensation/pay administration matters. In addition, she will be responsible for performing consultative and technical advisory services regarding all classification and compensation programs. Ms. McClough will be responsible for developing policies, procedures and guidelines concerning these programs as well. Ms. McClough may be reached at 3-5077.

Other Activities: Mary Jo Waelz recently joined the Program and Policy Office to provide administrative support to the program managers in the organization. Ms. Waelz will be involved in providing administrative support to all aspects of the Program and Policy Office functions, including providing administrative support to employee/labor relations, staffing, classification and compensation, and benefits program areas. She is also responsible for coordinating Honor Awards activities, external awards notices, coordinating Blood Drives, processing leave and telecommuting program requests, and gathering and providing information to various offices/organizations. Ms. Waelz may be contacted at 3-2476.

Traci Savage was selected as the Workforce Planning and Human Resources Specialist in the Program and Policy Office in July 2005. Her responsibilities in this position include supporting the workforce planning effort by gathering and analyzing human resources data from various data bases, including tracking and reporting on gains and losses and Center FTE; leading and coordinating human resources program assessment activities and studies, and working with the Staffing and Recruitment Program Manager in policy development and recruitment activities. Ms. Savage may be contacted at 3-2499.

Nazzetta W. Robinson, an Information Technology Specialist, is responsible for the Office of Human Resources and Workforce Planning (OHRWP) Web sites, computer administrator for OHRWP, OHRWP database administrator, and serves as point of contact for e-Government initiative implementations. Ms. Robinson is also responsible for establishing routing paths and addressing other Federal Personnel Payroll System (FPPS) issues; i.e., password resets; ensuring the organization manual and functional statements are posted on the Web site; and coordinating ODIN and other IT needs for the organization. Ms. Robinson can be reached at 3-3006.

Off- Site Training Purchases – Changes you need to know about!



Beginning July 1, 2006, the NSSC will process off-site training requests using the SATERN system. This is training where individuals complete an application for a specific training event, not normally sponsored by the Center or the Agency. Typically, off-site training events are either academic or non-academic, such as conferences and public seminars. Although the NSSC is **not** involved in approval decisions, it plays a critical role in completing the entire process. Therefore, it is important for applications to be complete, timely and approved through all Center channels in order to for the NSSC to accomplish the payment, registration and training record documentation processes.

One important change is how Centers will pay for the services provided through the NSSC. Under this new business model, Centers will be billed for the services provided. In the case of Off-Site Training in FY06, GRC will be billed the processing cost of \$249 per NF 1735, in addition to the actual registration or tuition fee paid for the off-site training. Employees and supervisors should be mindful of this additional processing cost when considering training requests and should avoid any unnecessary substitutions or cancellations that add to the final cost to GRC of an off-site training event.

Please take note of other important changes to the process that impacts you:

APPLICATION: Learners registering for off-site training events will complete an NF 1735 using the new SATERN system, which is electronically routed through the appropriate approval channels to include the supervisor, directorate training coordinator, and the Organization Development and Training Office (OD&TO). Center training offices must assure all requests (NF 1735) and supporting documentation are complete and appropriate before approving the application and forwarding it to the NSSC. Therefore, for smooth sailing:

- Learners should include the URL containing registration information in the comments section of the NF 1735.
- When a vendor will not accept registration information in advance of the actual payment, learners must also provide the needed registration information in the "Comments" section such as session selections, membership numbers, and other similar data. Because the goal is to be as paperless as possible, separate documents should be submitted only when required or impractical for inclusion in the comments section.
- Each separate document must contain the tracking number of the reference NF 1735 provided in SATERN. The tracking number is only visible to the learner and supervisor after the request is approved at each following step in the process.

When a training request cannot be expedited, the OD&TO must inform the learner that learner payment for the training is required to attend. The message here is **DO NOT WAIT UNTIL THE LAST MINUTE TO SUBMIT YOUR NF 1735**. Our minimum standard of 2-3 weeks in advance still applies.

REGISTRATION: The Center training office approves the training request and forwards it to the NSSC Human Resources Office, who will review the request and register the learner for the class. The SATERN system will generate an email to the learner confirming registration.

REIMBURSEMENT: Upon successful completion of course requirements, learners must submit for reimbursement through the OD&TO on the SF 1164, Claim for Reimbursement for Expenditures on Official Business, along with accompanying receipts. The SF 1164 replaces GRC's current use of the SF 1034a. Like all other documents related to an individual off-site training application, these documents must include the tracking number of the NF 1735 that is provided in SATERN. The Center will fax the approved SF 1164, a copy of the 1735 and receipts to the NSSC who will process reimbursement for payment and notify the employee via email that reimbursement has been made.

COURSE COMPLETION: With the implementation of the SATERN system, course evaluations will no longer be automatically forwarded directly to employees. Employees independently and proactively log into SATERN and complete the evaluation waiting in their account. This is an important step in the process as the SATERN evaluations will not only provide training assessment information, but will certify that the learner has successfully completed the training. This facilitates both the documentation in the official training record and closure on the question of whether any collection action is necessary due to failure to successfully complete the training. After one reminder email from the NSSC and the accompanying grace period, employee names will be reported to OD&TO for determinations regarding employee reimbursement of government costs and any subsequent action needed.

MODIFICATIONS: Learner substitutions will require a submission of a new NF 1735. This action will generate another processing fee. Common modifications such as cancellations, date changes or corrections, course titles, costs, and the like must be submitted to OD&TO via email with a copy to the directorate training coordinators. There is no charge for these common modifications. Again, the tracking number of the NF 1735 will be needed and only available to the employee and his or her supervisor. Immediate notification of cancellations must be made to avoid or minimize cancellation fees incurred in addition to the original NF 1735 processing fee.

In addition to the metrics that the NSSC maintains on its own performance, Centers will get reports on our modification and incomplete rates. Therefore, we want to again highlight the need for careful planning and execution of off-site training requests.

Employees may receive assistance on off site training purchases starting July 1, 2006, by calling the NSSC Contact Center at 1-877-NSSC123 (1-877-6772-123).

Space Mission Preparedness Program (SMP²)

In response to the new challenges associated with the space mission work that GRC will be leading and performing, the Organization Development and Training Office (OD&TO) along with various Center experts have developed a comprehensive employee development program to accelerate and enhance our workforce capabilities over the next year. The Space Mission Preparedness Program (SMP²) is designed to increase GRC's capabilities for space mission success in the areas of Systems Engineering, Project Management, and Safety and Mission Assurance. Other occupations may be targeted as other critical needs emerge.

Starting this August, 120 employees selected to the SMP² will be immersed in a 12-month development program. The SMP² curriculum includes on-the-job training, developmental assignments, technical coaching, mentoring, rigorous classroom training, knowledge sharing activities, and certification. Individualized development plans will be designed to incorporate and supplement space mission work performed on the job and lead to documented, measurable progression in the occupation.

This exciting new competitive program to increase capabilities and expertise will be open to all engineers who are either passionate about pursuing a career move into space mission work, or are currently assigned to space mission work in the areas of Systems Engineering, Project Management, and Safety and Mission Assurance. Look for further SMP² announcements on Today@Glenn or contact Adam Ross at 3-2941 for more information.

Employee Responsibility for Protecting Privacy Information

At NASA and all Federal agencies, employees have a special duty to protect personally identifiable information, e.g., social security numbers, home addresses, and home telephone numbers, from loss and misuse.

For this reason, the Office of Management and Budget has requested that Federal agencies remind employees of their specific responsibilities for safeguarding personally identifiable information, the rules for acquiring and using such information as well as the penalties for violating these rules.

Employees should be aware that improper possession or handling of personally identifiable information may lead to disciplinary action, up to and including removal. In addition to disciplinary action, an employee who willfully obtains such information under false pretenses or discloses it to any person or agency not entitled to receive it may be guilty of a misdemeanor and fined no more than \$5,000.

Specific responsibilities for protecting personally identifiable information are discussed in NPD 1382.17G, NASA Privacy Policy (http://nodis.hq.nasa.gov/displayDir.cfm?InternalID=N_PD_1382_017G_&page_name=main). Additional information is available on the Agency's Privacy Web site at http://insidenasa.nasa.gov/ocio/information/info_privacy/index.html

NASA Glenn Research Center's Privacy Act Manager is Ms. Sandy Nagy. If you have any privacy information concerns or questions, please contact Sandy at 3-9079.



Are You Ready?

An In-Depth Guide to Citizen Preparedness

This guide brings together facts on disaster survival techniques, disaster-specific information, and how to prepare for and respond to natural and man-made disasters. As the most comprehensive guide to personal emergency preparedness published by the Federal Emergency Management Agency (FEMA), this guide will help individuals prepare themselves and their families for a wide range of emergencies. The Web site provides step-by-step outlines on how to prepare a disaster supply kit, conduct emergency planning for people with disabilities, how to locate and evacuate to a shelter, and developing contingency plans for household pets. Man-made threats from hazardous materials and terrorism are also discussed in detail. The guide is available on the FEMA Web site, <http://www.fema.gov/areyouready/>

nssc NASA Shared Services Center

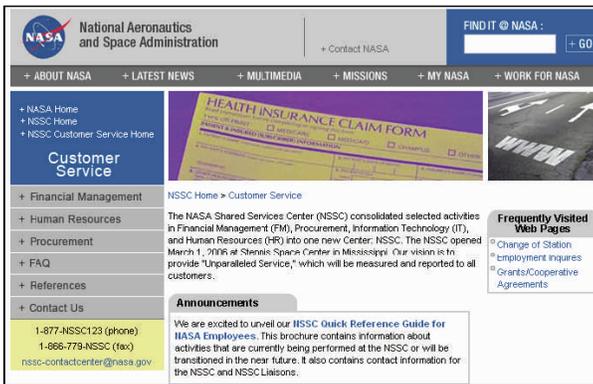
The NSSC publishes Employee Notices for Human Resources, which cover topics such as:

- Federal Employee Group Life Insurance Open Season
- Federal Employee Health Benefits Open Season
- Flexible Spending Account Open Season
- Thrift Savings Plan Program availability
- Annual NASA Scholarship Fund call for nominations
- CFC Campaign

If you have any questions concerning Employee Notices, call the NSSC Contact Center at 1-877-NSSC123 (1-877-677-2123), visit our customer service website at www.nssc.nasa.gov/customerservice, or email the Contact Center at nssc-contact@nasa.gov.

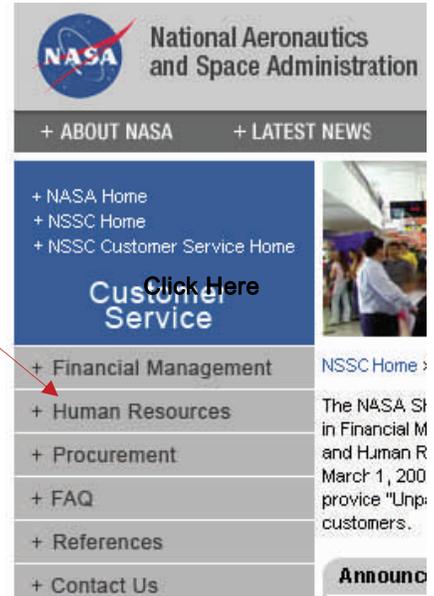
Follow the three easy steps below to locate Employee Notices on the NSSC Customer Service website.

Step 1: Visit the NSSC Customer Service website at www.nssc.nasa.gov/customerservice



Step 2: Click on Human Resources in the left-hand column

Click Here



Step 3: Click on Employee Notices

Click Here



Employee Notices appear in the announcement box and are released and updated frequently

